**Internet Safety/Cyberbullying**

**Microsoft Word Document**

You are to create a one page document demonstrating your knowledge of either Internet Safety OR Cyberbullying. It should contain some important message about your topic informing others who read it, for example, “Don’t give out your name, age or location online” or “Take a Stand Against Cyberbullying”. There should be a short paragraph (3-5 sentences) explaining your message. **Your flyer should catch people’s attention!** Useinteresting (but readable) font.

Use the Rubric below to help you obtain the best grade possible for this assignment:

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| --- | --- | --- | --- | --- |
| **Rubric for performance assessment: Basic understanding of Word** | | | | |
| **Criteria** | **Level of Mastery** | | | |
| **4** | **3** | **2** | **1** |
| Can utilize word to create a **folder** | Folder can be made without assistance | Folder can be made with minimal assistance | Folder can be made with step by step assistance | Cannot open document |
| Can **Save** and **Save** **As** to desktop **and** folder created | Can save to desktop **and** folder created without assistance | Can save to desktop **and** folder created with minimal assistance | Can save to desktop **and** folder created but not both without assistance | Cannot save |
| Manipulate **font** size and color and type/**copy** & **paste** | Can manipulate font size and color and type/copy & paste without assistance | Can manipulate font size and color and type /copy & paste with minimal assistance | Can manipulate font size and color and type/copy & paste with step by step assistance | Cannot manipulate font size and color and type/copy & paste |
| Understand proper alignment of **text**, **space** and **margins** | Can manipulate proper alignment of text, space and margins without assistance | Can manipulate proper alignment of text, space and margins with minimal assistance | Can manipulate proper alignment of text, space and margins with step by step instruction | Cannot manipulate proper alignment of text, space and margins |